

Part-Time Administrative Legal Secretary

City of Royal Oak – City Attorney

Rate of Pay: \$12.75 - \$17.50 per hour

Hours: May vary up to 1,400 hours per year*

A **Part-Time Administrative Legal Secretary**, *upon application*, shall have the following training & experience:

- Graduation from a standard high school or business college supplemented by considerable experience and training as a legal.

GENERAL STATEMENT OF DUTIES: This is difficult and specialized work as a legal and administrative secretary for a municipal law department. The employee serves as legal secretary to the City Attorney and performs the administrative detail of a municipal law office. The work requires considerable knowledge of legal terminology, forms and procedures. General direction is received from the City Attorney, Assistant City Attorneys and Administrative Legal Assistant but considerable independent judgment and initiative is required in the performance of the work.

TYPICAL EXAMPLES OF WORK: A **Part-Time Administrative Legal Secretary** may be called upon to do any or all of the following (*These examples do not include all of the tasks the employee may be expected to perform*):

Serves as administrative secretary to the City Attorney and other legal staff; prepares legal documents and forms from dictation, rough draft or general direction; composes and types correspondence; schedules appointments and arranges meetings; receives or disseminates information relevant to legal matters in person or by phone; relieves department head of administrative detail.

Researches, compiles and prepares complex and specialized departmental reports; prepares and maintains departmental records.

Operates a word processor, data terminal, FAX, copier and other office machines.

Performs related work as required.

QUALIFICATIONS FOR EMPLOYMENT:

Considerable knowledge of the modern legal office practices and procedures.

Considerable knowledge of legal terminology, forms and procedures.

Some knowledge of the jurisdiction practices and procedure of the courts and of administrative agencies.

Some knowledge of municipal government operations.

Ability to effectively perform administrative detail.

Ability to research and prepare complex legal records and reports.

Ability to communicate effectively both orally and in writing.

Ability to maintain effective working relationships with other agencies, City department and employees, and deal tactfully and courteously with the public.

Ability to type and take dictation.

Skill in the operation of modern office machines, including data processing terminals.

APPLY: The Human Resources Department must receive a completed City of Royal Oak *employment application*
No later than 12:00 pm on Friday, March 11, 2016.

Application packets are available in the Human Resources Office at City Hall or online at www.romi.gov/jobs

**For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*